



OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT	RELEASE DATE:	Wednesday, August 5, 2015
POSITION TITLE:	Deputy Director, Healthcare Workforce Development Division	FINAL FILING DATE:	Friday, September 4, 2015
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	Friday, September 25, 2015
SALARY RANGE:	\$ 8,985.00 - \$10,703.00 / Month	BULLETIN ID:	08052015_8

POSITION DESCRIPTION

As a member of the Executive Staff, the Deputy Director provides executive leadership and establishes policies and procedures for the programs delegated to the Healthcare Workforce Development Division within the Office of Statewide Health Planning and Development. The Deputy Director is responsible for the planning, development, implementation, administration, and assessment of the department's policies, programs, and procedures related to healthcare workforce development that support and advance workforce requirements within California's diverse healthcare environments and complex healthcare delivery system.

The Deputy Director will serve as a liaison with high-level managers, private and public section healthcare industry representatives, other state agencies, the California Health and Human Services Agency, the Legislature, federal and local government agencies, and stakeholders. The Deputy Director will participate in executive-level strategic and policy planning initiatives to evaluate and recommend policy and program direction, and to ensure compliance with statutory program mandates. The Deputy Director is responsible for managing, directing, and increasing the competency and capacity of the Healthcare Workforce Development Division team to meet the changing needs of healthcare workforce development in response to the federal Affordable Care Act.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

a. Knowledge of the department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal, and local entities. b. Advanced degree or professional experience in health and human services policy and administration, hospital/health facility administration, healthcare workforce development, and/or public policy administration, planning, and development. c. Experience in analyzing complex programmatic issues or problems and developing policies, procedures, or specific solutions. d. Ability to articulate and demonstrate skills in leadership and motivation of staff in a state agency. e. Possess excellent oral and written communication skills. f. Knowledge of the activities of state and federal control and regulatory agencies. g. Knowledge of, or familiarity with, current health policy trends and issues related to healthcare workforce development, capacity, and administration. h. Demonstrated ability to deal with a variety of public and private persons and groups in matters of significant program sensitivity, including interacting with the California Health and Human Services Agency, state and federal control agencies, legislative consultants, local entities, and stakeholders. i. Ability to establish and maintain positive and productive working relationships with the department's Executive Staff, as well as with other state agencies, business partners, and stakeholders. j. Experience in preparing and delivering testimony before legislative committees. k. Ability to utilize performance measurements to track, evaluate, and increase program performance.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Healthcare Workforce Development Division**, with the **OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

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The examination process will consist of a designated screening committee established to screen the application and two-page statement of qualifications. The minimum and desirable qualification listed on this bulletin will be used to screen the application and two-page statement of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum and desirable qualifications. Based on the screening committee's evaluation of the competitive group, examination interviews will be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified applicants a number of predetermined, job-related questions. It is anticipated that the examination interviews will be held in SEPTEMBER/OCTOBER 2015. Candidates will be ranked competitively, and each candidate will be notified in writing of his/her examination results. Candidates in the top three ranks may be invited to a hiring interview.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT, Administrative Services
Division
400 R Street, Suite 359, Sacramento, CA 95811-6213
Gail Johnson | (916) 326-3274 | gail.johnson@oshpd.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF STATEWIDE HEALTH PLANNING & DEVELOPMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)